

MONTANA STATE PLAN & POLICY MANUAL
CHAPTER 5

Policy Number 5.4
Notification of Ineligibility and End of Certification
Revised/Effective Date: October 1, 2012

Title: Notification of Ineligibility and End of Certification

Purpose

To provide guidance to local agencies to apply appropriate notification of ineligibility and end of certification procedures.

Authority

37-25.101, MCA; 7 CFR 246.7

Policy

Participants found ineligible for the Montana WIC program during a certification visit will be advised in writing of their ineligibility. Each participant, parent or caregiver will be notified not less than 15 days before the expiration of each certification period, that certification for the program is about to expire.

I. Notification of Ineligibility

A. An applicant/participant is determined ineligible for one of the following reasons:

1. Does not meet the definition of categorical eligibility.
2. Does not reside in Montana, or does not qualify as a special exception.
3. Applicant/participant does not meet income guidelines.
 - a. Scan income documentation into the applicant/participant folder to support a Fair Hearings claim.
4. Shows no nutritional risk.

B. If applicant/participant is found ineligible:

1. Applicants/participants will be informed of Fair Hearing procedures.
2. Issue last set of benefits.
3. Generate the proper Notice of Ineligibility.
 - a. If the non-automated [End of Certification/Notice of Ineligibility Form](#) is used, a copy will be scanned into the applicant's/participant's folder.

4. Local WIC clinics will provide information about other potential sources of local food assistance.

C. Applicants/participants will be advised of ineligibility with an explanation.

1. During an active certification period, a 15-day advance written notice of ineligibility will be provided along with a food package to cover the 15-day time period.
 - a. Advise the participant of the date on which the current period of eligibility will expire.
 - b. If the participant has already received WIC benefits to the end of the 15-day notice time period, do not issue any subsequent benefits.

II. Notification of Certification End

A. All participants will be issued the notice of certification end.

1. At least 15 days prior to their certification end date or when their last set of WIC benefits for the current certification are issued.
2. If the participant/proxy does not attend the last appointment which is at least 15 days prior to their certification end date, the End of Certification/Notice of Ineligibility Form will be mailed without benefits.
3. If the automated form is used, it will show in the notes section and does not need to be scanned into the participant folder.
 - a. Issue last set of benefits.
 - b. Print Official Notification.
4. If the non-automated End of Certification/Notice of Ineligibility Form is used, a copy will be scanned into the applicant's/participant's folder.